

COUNTY LIBRARY  
Ed Kieczkowski

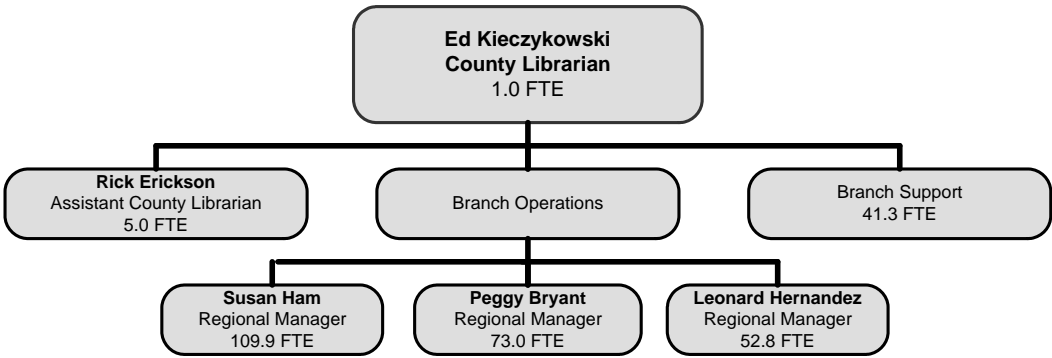
MISSION STATEMENT

The San Bernardino County Library is to be the community’s resource for access to information that promotes knowledge, education, lifelong learning, leisure and cultural enrichment for the people of San Bernardino County.

STRATEGIC GOALS

1. Increase the physical capacity of library facilities.
2. Enhance computer and electronic resources for the public.
3. Continue implementing patron self-sufficiency at branch libraries to improve customer service and increase department productivity.

ORGANIZATIONAL CHART



## DESCRIPTION OF MAJOR SERVICES

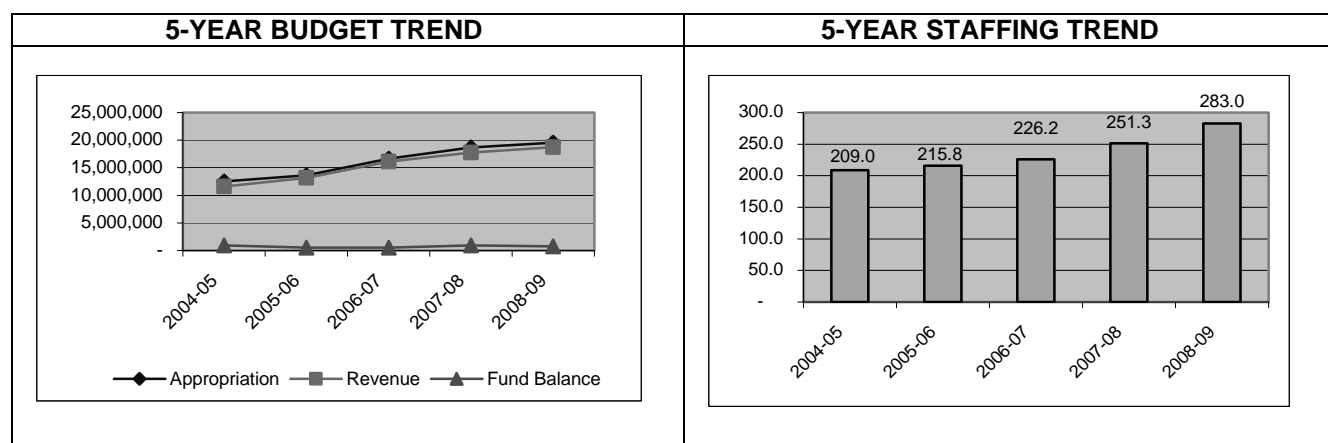
The San Bernardino County Library provides public library services through a network of 30 branches in the unincorporated areas and 17 cities within the county. County Library also has two bookmobiles, one of which is utilized to reach people who live in sparsely populated areas or are unable to use the traditional branches. 2007-08 witnessed the opening of the new Fontana and Highland Libraries, as well as expansion of the existing Loma Linda Library. A satellite station was also opened in Lytle Creek. The impact of these new/expanded facilities will carry over into the new fiscal year, with Fontana, Highland and Loma Linda becoming the largest, second largest, and fifth largest facilities in the Library system. Their increased space will provide significant enhancement of library services in their respective communities, but will similarly increase the cost of providing library services. The coming year will see the opening of new facilities in Chino Hills, Phelan, and Crestline as well as the potential improvement of facilities in other communities such as Running Springs and Chino.

The County Library continues to provide access to information through its materials collection and 800 Internet accessible computers. The public computers also provide access to a number of online databases and other electronic resources. Electronic access to the County Library's collection of materials is available through the Internet, and daily delivery services provide for materials to be shared among the various branches.

The Library's on-line catalog, a joint project with the County of Riverside, provides access to 2.5 million items. The system allows for patrons in either system to directly request materials held by the other and to have those items delivered to their local branch for pick up. In 2008-09, 200,000 items are expected to cross county lines to the benefit of residents in both counties. The Library's book collection is supplemented by materials in other formats, such as magazines, newspapers, government documents, books on tape, pamphlets, compact discs, DVD's videotapes, microfilm and electronic/on-line services and materials. Cultural and educational programs for all ages, including literacy services and other specialized programs, are provided at branch locations. County Recorder services are also located at the Apple Valley, Fontana and Montclair branch libraries. Additionally, the department is in the process of installing self-service checkout equipment at selected branches within the library system. By the end of 2007-08, eleven (11) branches will be capable of providing this service.

The County Library system is financed primarily through dedicated property tax revenues and is supported by local Friends of the Library organizations that financially assist library branches in local communities. A total of 1,500 volunteers perform a variety of tasks in supporting local libraries. The Library has also developed active partnerships with the communities it serves, resulting in additional funding and the provision of facilities at minimal cost.

## BUDGET HISTORY

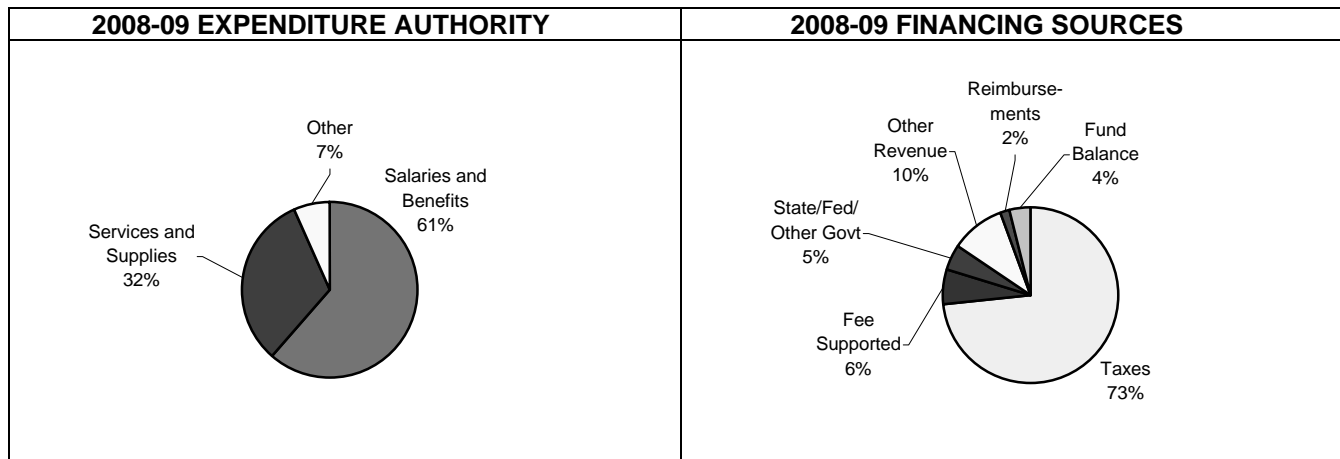


## PERFORMANCE HISTORY

	2004-05 Actual	2005-06 Actual	2006-07 Actual	2007-08 Modified Budget	2007-08 Actual
Appropriation	13,499,959	17,867,292	16,405,837	19,976,180	19,386,052
Departmental Revenue	13,035,681	17,877,850	16,792,742	19,055,359	19,178,269
Fund Balance				920,821	
Budgeted Staffing				251.3	



## ANALYSIS OF FINAL BUDGET



GROUP: Public and Support Services  
 DEPARTMENT: County Library  
 FUND: County Library

BUDGET UNIT: SAP CLB  
 FUNCTION: Education  
 ACTIVITY: Library

	2004-05 Actual	2005-06 Actual	2006-07 Actual	2007-08 Actual	2007-08 Final Budget	2008-09 Final Budget	Change From 2007-08 Final Budget
<b>Appropriation</b>							
Salaries and Benefits	8,158,931	8,947,324	9,860,518	11,006,512	11,298,657	12,217,846	919,189
Services and Supplies	4,704,467	5,148,509	5,792,834	7,264,930	6,591,900	6,053,796	(538,104)
Central Computer	98,281	112,736	135,571	155,757	155,757	161,884	6,127
Travel	-	-	-	-	-	121,500	121,500
Other Charges	115,825	849,235	296,564	135,141	178,251	178,105	(146)
Land and Improvements	94,618	-	32,900	1,966	-	-	-
Equipment	24,626	7,854	163,022	402,745	102,000	400,000	298,000
Transfers	508,761	518,916	474,318	524,852	505,881	535,541	29,660
Total Exp Authority	13,705,509	15,584,574	16,755,727	19,491,903	18,832,446	19,668,672	836,226
Reimbursements	(290,314)	(328,243)	(549,890)	(310,298)	(356,266)	(344,572)	11,694
Total Appropriation	13,415,195	15,256,331	16,205,837	19,181,605	18,476,180	19,324,100	847,920
Operating Transfers Out	84,764	2,610,961	200,000	204,447	200,000	200,000	-
Total Requirements	13,499,959	17,867,292	16,405,837	19,386,052	18,676,180	19,524,100	847,920
<b>Departmental Revenue</b>							
Taxes	9,697,425	10,971,681	12,316,474	13,857,388	13,625,300	14,552,000	926,700
State, Fed or Gov't Aid	762,035	987,321	1,219,322	1,215,130	1,304,809	979,940	(324,869)
Current Services	1,007,904	1,104,983	1,167,014	1,100,206	1,407,600	1,264,000	(143,600)
Other Revenue	801,467	512,015	1,104,332	1,805,520	317,800	1,003,229	685,429
Other Financing Sources	5,000	495,000	-	-	-	-	-
Total Revenue	12,273,831	14,071,000	15,807,142	17,978,244	16,655,509	17,799,169	1,143,660
Operating Transfers In	761,850	3,806,850	985,600	1,200,025	1,099,850	961,850	(138,000)
Total Financing Sources	13,035,681	17,877,850	16,792,742	19,178,269	17,755,359	18,761,019	1,005,660
				Fund Balance	920,821	763,081	(157,740)
				Budgeted Staffing	251.3	283.0	31.7

Salaries and benefits of \$12,217,846 fund 283.0 budgeted positions. The additional \$919,189 in appropriation reflects a 31.7 increase in budgeted staffing. The large majority of this increase contains full year funding for existing positions that were added toward the end of 2007-08. These positions (Library Assistant, Library Page and Student Intern) were added to correspond with the opening of larger facilities at the Fontana, Highland and Loma Linda branch libraries. The department's budget also includes partial year funding for additional staffing at the new Chino Hills and Phelan branches that are expected to open midyear 2008-09. In addition, the budget includes the reclassification of an existing Automated Systems Analyst II to a Business Systems Analyst II.



Services and supplies of \$6,053,796 are primarily budgeted for the cost of operating the branch libraries. This amount includes such costs for utilities, maintenance, custodial services, COWCAP charges, computer hardware/software purchases, furniture, insurance and publications/subscriptions. Also included in this amount is \$1,936,000 for the purchase of library materials and online database subscriptions. While an inflationary increase has been applied to operational costs, a total reduction of \$538,104 is budgeted in services and supplies due to a reduction in appropriation for library materials. This reduction, which is in response to the Governor's proposed decrease in state aid available to public libraries, was anticipated and therefore the amount expended in 2007-08 for materials has been curtailed accordingly. The 2008-09 budget also includes \$30,000 for software needed to convert to Radio Frequency Identification (RFID) technology at three branch libraries.

Travel is a new appropriation unit for 2008-09. The amount budgeted of \$121,500 reflects \$68,500 for seminars, conferences and training (including the cost of hotels, meals and car rental) as well as \$53,000 for employee mileage reimbursements and daily usage of county motor pool vehicles needed in the performance of job duties. These costs were based on departmental analysis of past travel related expenses previously budgeted in the services and supplies appropriation unit.

Other charges of \$178,105 reflect loan payments pertaining to the Apple Valley and Wrightwood library facilities.

Equipment is budgeted at \$400,000 for the following: conversion of barcode technology to RFID technology at three branch libraries (\$170,000), the purchase of book security systems (\$140,000), two library circulation system servers (\$40,000), audio/visual items including a backup tape drive (\$35,000), and replacement of a color copier/printer (\$15,000).

Transfers of \$535,541 represents payments to the Real Estate Services Department for rent/lease costs of occupying non-county owned buildings.

Reimbursements of \$344,572 include anticipated amounts from the Auditor/Controller-Recorder for recorder services provided at branch locations, as well as from the Human Services Group to utilize storage at the basement of the Library administration building.

Operating transfers out of \$200,000 are budgeted to reimburse the Capital Improvement Project (CIP) Fund for the cost of replacing the HVAC system at the Yucaipa Branch Library. This amount is in addition to the \$200,000 that was transferred to the CIP Fund in 2007-08 for this same purpose.

Taxes of \$14,552,000 represent an increase of approximately 5% from the amount received in 2007-08.

State, federal and other governmental aid revenue of \$979,940 includes financing from the State Public Library Fund (PLF) and other state grants for literacy programs. The \$324,869 decrease is largely due to proposed reductions in the PLF allocation.

Current services revenue of \$1,264,000 include revenues from fines, fees, and the rental of videos. The \$143,600 decrease is primarily due to a reduction in fines and fees based on 2007-08 activity.

Other revenue is budgeted at \$1,003,229 for 2008-09. The significant increase of \$685,429 is due to anticipated proceeds from sale of the Highland Branch property vacated by completion of the new branch. Other revenue in this category include federal e-rate reimbursements and contributions from the local Library Friends groups. The actual amount received in this category for 2007-08 (\$1,805,520) was significantly more than budget due to the receipt of \$1,200,000 from the City of Fontana for the purchase of additional books and other library materials for the new library facility in Fontana.

Operating transfers in of \$961,850 include the following:

- \$500,000 of ongoing support from the county general fund to enhance the Library's annual book/materials budget.
- \$261,850 of ongoing support from the county general fund for costs related to additional hours of operation.
- \$200,000 of one-time Business Process Improvement Reserve funds for the continued conversion to RFID technology at existing library facilities. Specifically, these funds will be used to convert to this technology at the Rialto, Yucaipa and Yucca Valley branch libraries. This conversion will allow County Library to reduce personnel costs by providing patrons with the ability to obtain or return materials without the need of staff intervention.

PERFORMANCE MEASURES				
Description of Performance Measure	2006-07 Actual	2007-08 Projected	2007-08 Actual	2008-09 Projected
Percentage increase of square feet of space available at branch libraries (222,321 sq ft in 2006-07; 326,015 sq ft in 2007-08).	11%	40%	47%	12%
Percentage increase in the number of personal computers dedicated for public usage (443 computers in 2006-07; 814 in 2007-08).	18%	30%	84%	10%
Percentage increase in the amount expended for electronic resources (\$117,000 expended in 2006-07; \$158,000 expended in 2007-08).	22%	10%	35%	6%
Amount of fees collected through electronic payments.	\$6,431	\$100,000	\$17,960	\$60,000
Number of items circulated via self-support.	83,000	200,000	273,794	300,000
Percentage increase in circulation of materials for the new or expanded branches.	40%	10%	40%	30%
Percentage of library patrons utilizing self-service modules at those libraries with RFID technology.	30%	40%	43%	40%

Of the performance measures listed above, the department exceeded its projections for 2007-08 with the exception of fees collected through electronic payments. In 2006-07, County Library began accepting payments through the Internet using PayPal as the processor of patron payments. The Library's 2007-08 target of electronic payments (\$100,000) was based on the installation of 2 payment modules – PayPal and an E-commerce module, which would provide patrons a variety of electronic payment options. However, software development delays with the Library's automation vendor prevented the installation of the E-commerce module as originally planned.

